SAP Business Intelligence Reporting

Exporting Report Results
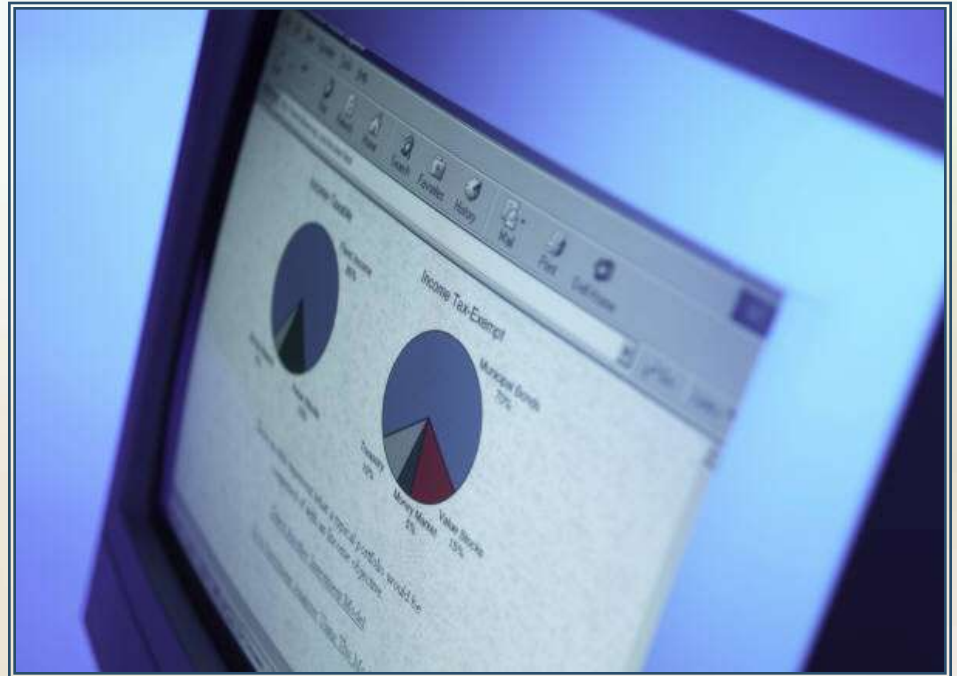
Washington State HRMS Business Intelligence (BI)
Self-Paced Learning Materials

General Topics – BI End Users/Power Users

Section 10

Exporting Report Results

The Exporting Report Results section provides an overview for exporting report results from the HRMS Portal.

Topics covered in this section include:

➢ **Export to CSV File**

➢ **Export to MS Excel File**

Export to CSV File

Exporting report results to a Comma Separated Value file (.csv):

To open a CSV file: Access the Context Menu and select Broadcast and Export/Export to CSV:

At the File Download box, select Open to open the CSV File immediately.

The CSV File is opened in Excel.

To Save a CSV file: from the File Download dialog box, click Save.

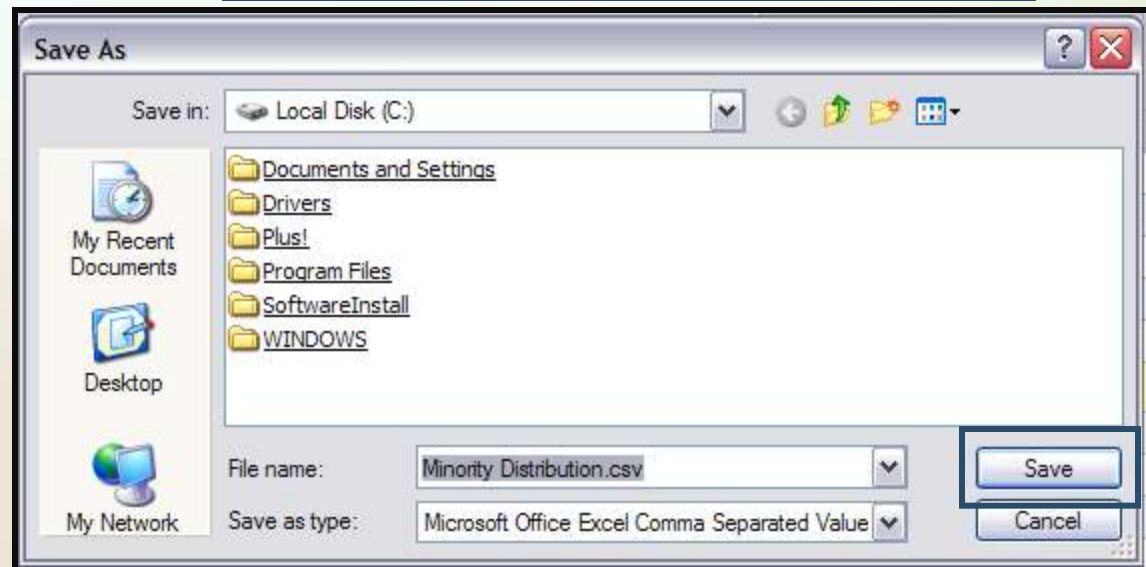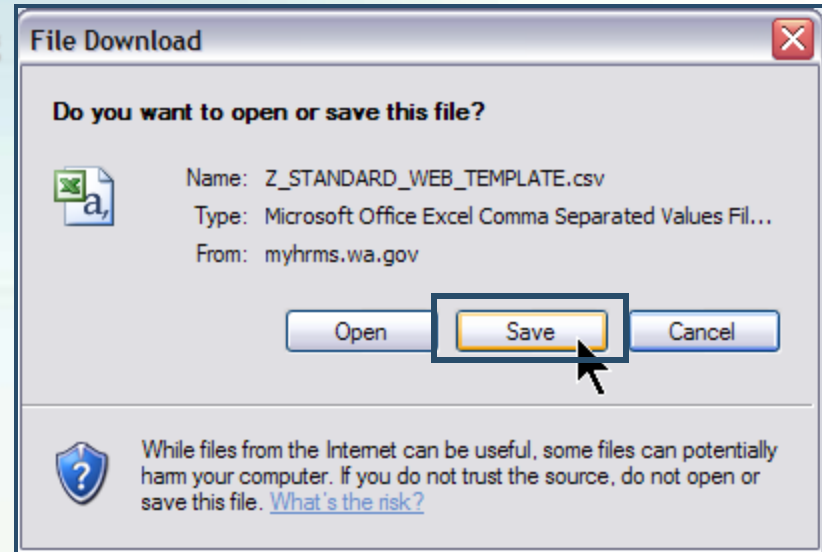3. Locate the folder in which to Save the report results.

4. Select All Files from the Save as type dropdown listbox.
Note: If All Files is not selected, the .csv file will be saved as a MS Excel Worksheet by default.

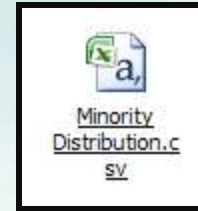5. Name the file (include ".csv" at the end).

6. Click Save.
An option to open the file may be provided upon saving. To locate the saved file later, use the folder you indicated. This may be outside the HRMS BI application (for example, if you saved your file to your C:drive in the .csv format).

File Download

Do you want to open or save this file?

Name: Z_STANDARD_WEB_TEMPLATE.csv
Type: Microsoft Office Excel Comma Separated Values Fil...
From: myhrms.wa.gov

[Open] [Save] [Cancel]

While files from the Internet can be useful, some files can potentially harm your computer. If you do not trust the source, do not open or save this file. What's the risk?

Save As

Save in: Local Disk (C:)

My Recent Documents
Desktop
My Network

Documents and Settings
Drivers
Plus!
Program Files
SoftwareInstall
WINDOWS

File name: Minority Distribution.csv   [Save]
Save as type: Microsoft Office Excel Comma Separated Value   [Cancel]

Export to CSV File, Cont…

7.   Locate the CSV file that was saved and open the file.

Minority Distribution.csv

A23		fx	1111;"Information Services Division";"Female";"Asian or Pacific Islander

	A	B	C	D	E
1	Minority Distribution				
2	Last Data Update:				
3	1/27/2009 23:33				
4	Display As				
5	To adjust filter area, drag characteristics from navigation area into filter area				
6	List of Exceptions				
7	No exceptions are defined				
8	;"";"";"";"Full Time Classified # of Employees";"Full Time Classifie(FT Exemp FT Exempt and PT Avg Salary";"				
9	Personnel Area;"Personnel Area";"Gender";"Ethnic Origin";"";"$";"";"$";"";"$";"";"$";"";"$"				
10	1110;"Dept of Personnel";"Female";"American Indian/Alaskan";"2 054";"1";" 256";"";"" 788";"3";" 788"				
11	1110;"Dept of Personnel";"Female";"Asian or Pacific Islander";"5 595";"1";" 800";"";"" 296";"7";" 375"				
12	1110;"Dept of Personnel";"Female";"Black/Not Hispanic origin";"2 840";"";"" 840";"3";" 700"				
13	1110;"Dept of Personnel";"Female";"Hispanic";"6";"54	360";"1";" 549";"";"" 816";"8";" 302"			
14	1110;"Dept of Personnel";"Female";"White/Not Hispanic origin";" 792";"4";" 956";"";"" 190";"89" 305"				
15	1110;"Dept of Personnel";"Female";"Result";"83";"51	877";"7";" 490";"";"" 347";"110 833"			
16	1110;"Dept of Personnel";"Male";"American Indian/Alaskan";"";"" 688";"";"" 688";"2";" 108"				
17	1110;"Dept of Personnel";"Male";"Asian or Pacific Islander";"1";"3 176";"";"" 176";"1";" 176"				
18	1110;"Dept of Personnel";"Male";"Black/Not Hispanic origin";"3";" 288";"";"" 288";"5";" 332"				
19	1110;"Dept of Personnel";"Male";"Hispanic";"1";"55	836";"";"" 836";"1";" 836"			
20	1110;"Dept of Personnel";"Male";"White/Not Hispanic origin";"16 045";"2";" 592";"1";" 556";"19" 129";"27";				
21	1110;"Dept of Personnel";"Male";"Result";"21";"55	076";"3";" 624";"1";" 556";"25" 001";"36";			

Result: The CSV file is opened in Microsoft Excel.

Export to CSV File, Cont...

The following example shows how to open the saved .csv file from Notepad:

1. Open MS Notepad.

2. Click File from the menu.

3. Click Open.

4. Change the Files of type setting to "All Files" and locate the saved .csv file in the appropriate folder.

5. Once the file has been located, click on it to select.

6. Click Open.
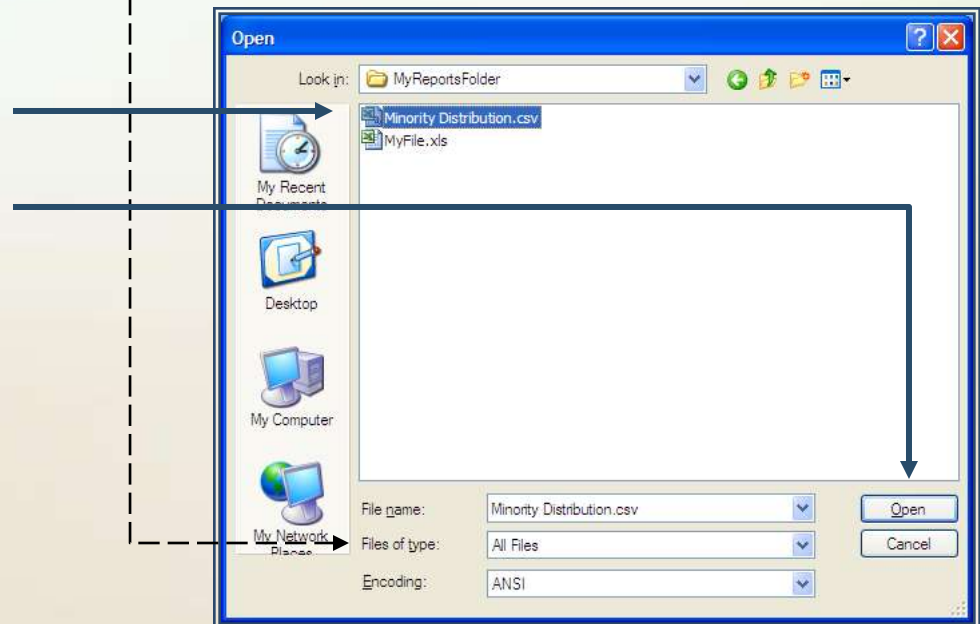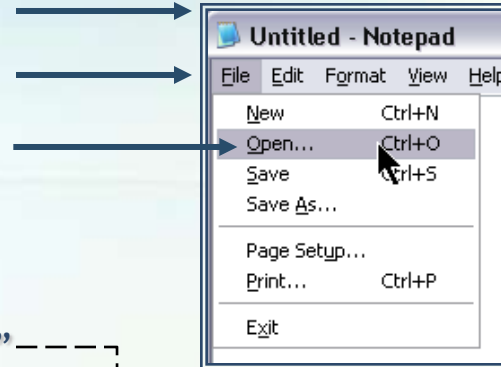
Continued...

Result: Report results have been opened in MS Notepad.

Report results
will be exported

⚠ SAP/BI exports .csv files as semi-colon separated values.

Export to MS Excel File

The example below describes how to export the results of the Minority Distribution report to MS Excel from the BI Toolbar:

Click on the **Export to Excel** button on the toolbar

Click Save on the File Download box
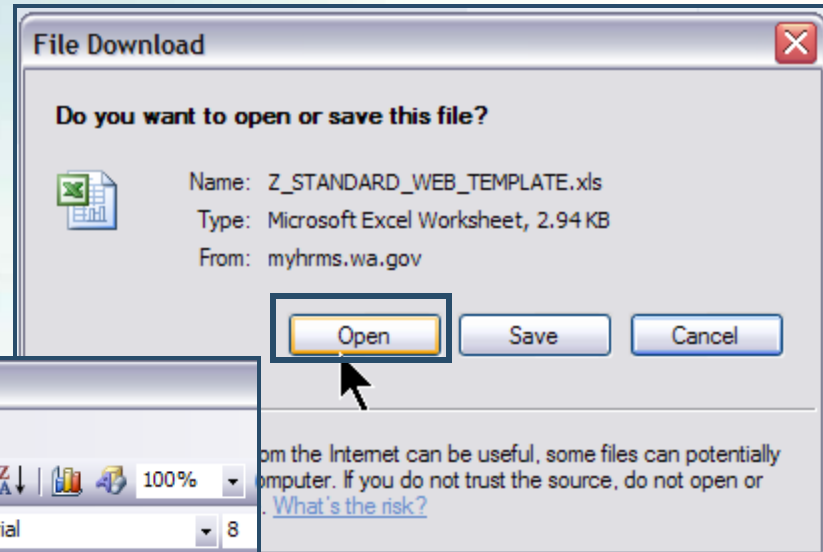
Determine the location for the file to be saved and click Save

Continued…

To open the file without saving, from the File Download dialog box, click Open.

The report will be opened in Microsoft Excel.

File Download

Do you want to open or save this file?

Name: Z_STANDARD_WEB_TEMPLATE.xls
Type: Microsoft Excel Worksheet, 2.94 KB
From: myhrms.wa.gov

[Open]   [Save]   [Cancel]

...om the Internet can be useful, some files can potentially ...mputer. If you do not trust the source, do not open or ... What's the risk?

Microsoft Excel - Z_STANDARD_WEB_TEMPLATE[1].xls

File Edit View Insert Format Tools Data Window Help
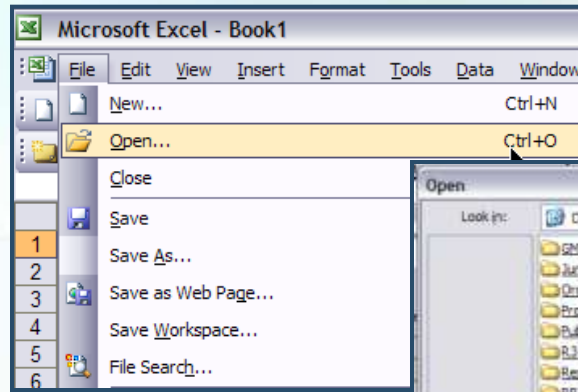
Arial   8

A1   fx Minority Distribution

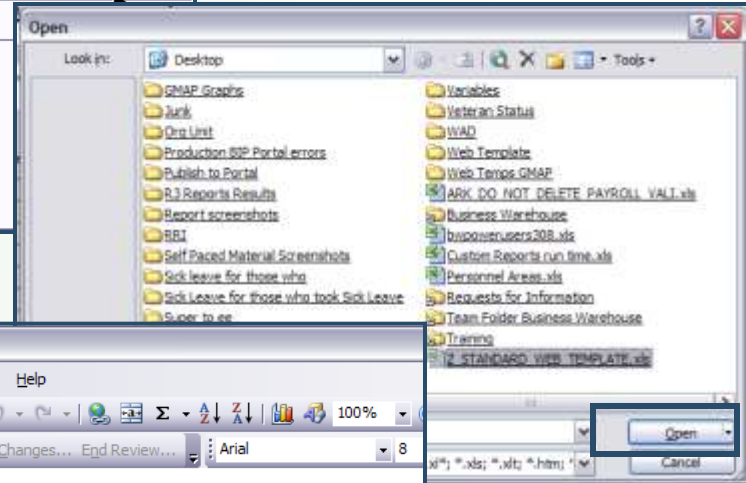|	A	B	C	D	E
1	Minority Distribution				
2					
3					
4	No exceptions are defined				
5					
6					Full Time Classified # of Employees
7	Personnel Area		Gender	Ethnic Origin	
8	1110	Dept of Personnel	Female	10/Not assigned	8
9	1110	Dept of Personnel	Female	American Indian/Alaskan	1
10	1110	Dept of Personnel	Female	Asian or Pacific Islander	6
11	1110	Dept of Personnel	Female	Black/Not Hispanic origin	3
12	1110	Dept of Personnel	Female	Hispanic	
13	1110	Dept of Personnel	Female	White/Not Hispanic origin	66
14	1110	Dept of Personnel	Female	Result	84

Export to MS Excel File, Cont...

The following example shows how to open a saved .xls file from MS Excel:

1. In Excel, select File/Open

2. Locate the file, select it, and click on "Open".

3. Result: reports is displayed in Excel

⚠️ When converting to an MS Excel file, conditions/exceptions, navigational settings and cell formatting are retained upon export.